

BEFORE THE PUBLIC SERVICE COMMISSION OF SOUTH CAROLINA
COLUMBIA, SOUTH CAROLINA

COMMISSION MEETING #23 June 20, 2007

2:30 P.M.

EXCERPT IN RE: Administrative Item

HEARING BEFORE: G. O'Neal HAMILTON, *CHAIRMAN*, C. Robert MOSELEY, *VICE CHAIRMAN*; and COMMISSIONERS John E. "Butch" HOWARD, David A. WRIGHT, Mignon L. CLYBURN, and Randy MITCHELL.

ADVISOR TO COMMISSION: JOSEPH MELCHERS, Esq.

STAFF: Charles L.A. Terreni, Chief Clerk/Administrator; Jocelyn G. Boyd, Deputy Clerk; F. David Butler, Esq., Senior Counsel, Randall Dong, Esq., and Josh Minges, Esq., Legal Staff; Tom Ellison, Douglas Pratt, and Philip Riley, Advisory Staff; Patty Sands, Executive Administration Staff; Jo Elizabeth M. Wheat, CVR-CM-GNSC, Court Reporter; and Tricia DeSanty, Hearing Room Assistant.

E X C E R P T

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DR. SPEARMAN: Mr. Chairman and other Commissioners, we have one administrative item, and this is concerning a cover sheet for documents that are to be filed with the Commission. Ms. Boyd -- there she is -- Ms. Boyd will briefly explain this cover letter.

MS. BOYD: Good afternoon, Mr. Chairman and members of the Commission.

Mr. Chairman, because of the number of filings that the Public Service Commission receives and the fact that some of these filings request immediate action -- for example, in emergency situations -- we have created a cover sheet to help staff process these filings in a timely manner.

As you can see on the cover sheet that is on our board here, there are several fields for the filer to complete. At the beginning, the top of the cover sheet, there's the caption of the case, of course. And this form will be available on the Commission's website, if the Commission approves it, so the filer would merely just type in or write in the caption of the case, move on over and type in the docket number, and can even type in the name of the filer (indicating).

1 Additionally, the filer will include his or her
2 address, bar number if applicable, telephone
3 number, fax number, other numbers such as cell
4 phone or e-mail address.

5 There's also a note that "The cover sheet
6 and information contained on the cover sheet
7 neither replaces nor supplements the filing and
8 service of pleadings or other papers as required
9 by law. This form is required for use by the
10 Public Service Commission...for the purpose of
11 docketing and must be filled out completely."

12 Now, what really prompted this is sometimes
13 we'll get filings, numerous filings, and there
14 might be some information within that filing
15 where the filer requests some immediate relief.
16 This will help us identify if that type of relief
17 is requested in the filing. We're asking the
18 filer to indicate it here on the front -- on the
19 cover sheet. So they just click on -- if
20 emergency relief is requested, they click on
21 "emergency relief." For example, if it's the
22 instance of a person filing a complaint and some
23 type of emergency relief is requested, as you're
24 aware, we send that to the defendant or
25 respondent for an answer, which can take up to 30
 days. So we try to process that more quickly if

1 emergency relief is demanded. Not us, more
2 quickly, but bring it to the Commission's
3 attention.

4 Additionally, a filer might request that the
5 Commission place an item on its agenda a week or
6 so, or a couple of days after it's filed.
7 Typically, with all of our filings, we advise on
8 those filings for one week and then place it on
9 the Commission's agenda the next week, so this
10 will help us move that process along quicker.

11 Finally, we have a section here for "other,"
12 and that can be used in instances like today's
13 Commission Meeting. If someone makes a filing
14 this morning in response to a pleading that's
15 been filed, or a motion that's been filed, they
16 could just click on "other" and indicate, "This
17 matter is on the Commission's agenda for today,
18 June 20th." That will give us some idea that,
19 you know, we need to get that to you.

20 All right. Further down, the filer can
21 indicate which industry applies, and they just
22 click in the appropriate box. The "nature of
23 action," we're asking for all that apply for that
24 particular filing be marked. For an application,
25 just click on "application." We also have
sections in both the industry -- excuse me -- a

1 box in the industry section and in the nature-of-
2 action where the filer can indicate a different
3 type of filing that we don't have listed.

4 At the bottom of the form, once the filer
5 completes the form, the filer can print the form
6 -- just click on "print form" -- or, if need be,
7 just reset the form. Say, they print it, and
8 they want to type some more information for
9 another filing, reset the form (indicating) and
10 that clears the information that has been typed.

11 Just a couple of other notes, Mr. Chairman.
12 Upon the Commission's approval, we will post this
13 form on the front page of our website for public
14 use. For information, I have a meeting this
15 Friday with ICAP, who has been responsible for our
16 DMS webpage, and we hope to incorporate this
17 information in the e-filing process so that
18 people won't have to continuously go to the front
19 of our web page to find this form.

20 And the final note is, perhaps, the use of
21 this form will eliminate the need for the filer
22 to file a cover sheet that's typically addressed
23 to Mr. Terrini.

24 Thank you. So, we're just seeking your
25 approval for the use of this form.

CHAIRMAN HAMILTON: Okay. Thank you, Ms.

1 Boyd. Do we have any questions or comments by
2 any Commissioners? I think all of you have had
3 time to review it and go over the form. Do we
4 have any questions?

5 [No response]

6 **CHAIRMAN HAMILTON:** Do we have any
7 objections to this becoming part of our
8 procedure?

9 [No response]

10 **CHAIRMAN HAMILTON:** If no objections, I
11 would move we go forward and put it into the
12 system.

13 **MS. BOYD:** Thank you, Mr. Chairman.

14 **CHAIRMAN HAMILTON:** Thank you, very much.
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